



PYRAMID

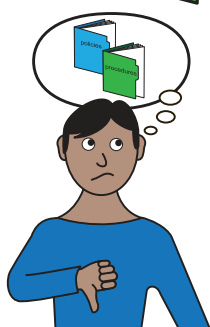
Accessibility Statement

policies and procedures



Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.



The policies and procedures also tell us what to do if something goes wrong.

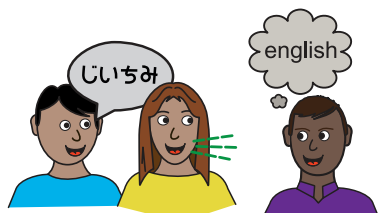


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

Recruitment, Induction and Training for Artist Facilitators

This policy explains how we will recruit, induct and support new Artist Facilitators so that they will fully understand our work, philosophy and their role within the organisation.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.	
Clarifications		
Who does this policy / procedure apply to?	Artist Facilitators	
Related policies and procedures	Recruitment and Selection Policy Equality, Diversity and Inclusion Policy Health and Safety Policy Safeguarding Procedures	Risk Assessment and Management Policy Data Protection Policy Privacy Statement Expenses Policy
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>	
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 03 August 2020.</p>	
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>	

Policies and Procedures

All the policies and procedures referred to below are available on request and in the 'About Us' section of our website at pyramid.org.uk

Recruitment and Selection

Please refer to our separate Recruitment and Selection Policy for details.

Equality, Diversity and Inclusion

Diversity amongst all participants and staff is valued and individual skills will be promoted and utilised. Artist Facilitators will be provided with a copy of our Equality, Diversity and Inclusion policy and expected to uphold its values at all times.

Pyramid is a Disability Confident employer and will always seek to make reasonable adjustments for its workers. Applicants should speak freely at their interview about any support needs they may have.

Security and Screening

- All applicants are required to complete and sign an application form, attend an interview and provide contact details for two referees
- Proof of identity must be provided by the applicant at their interview (accepted documents will be according to latest Disclosure and Barring Service (DBS) guidance)
- Applicants will be told that the work and contact they will have with children require us to ask them to declare any criminal convictions they may have which involve abuse against children, however old the conviction(s) may be. This is an exemption from the provisions of the Rehabilitation of Offenders Act 1974.
- All Artist Facilitators must agree to abide by the Pyramid Safeguarding Policies. The interviewer must make sure that applicants are aware of and understand their obligations under these policies.
- Any offer of work is subject to us receiving satisfactory references and a DBS check.
- Information gathered during the screening process (references, DBS certificate etc.) will be treated in the strictest confidence and held in accordance with the Pyramid Data Protection Policy and Privacy Statement

Support and Training

Artist Facilitators co-lead the group with a Pyramid Core Worker. Core Workers have completed Pyramid's training in inclusive arts practice and are familiar with our ethos and methodology.

Session and project planning responsibility is shared between the Core Worker and Artist Facilitator. The Core Worker will be able to advise on, for example, how long a process might take, and ways to make an activity accessible to all group members. Each session ends in a debrief meeting between the Artist Facilitator, Core Worker and Volunteer team.

Additional advice and support on all aspects of the role is available from the office team.

Pyramid will further provide three group support and training meetings per year for all Core Workers, Artist Facilitators and Volunteers, as an open forum to meet each other and share good practice. These are referred to as CAV Meetings.

Health and Safety

Everyone who takes part in Pyramid's activities has a responsibility to keep themselves and others safe. New Artist Facilitators will be provided with a copy of our Health and Safety Policy for guidance.

Core Workers have the responsibility of undertaking formal risk assessments wherever needed, and sharing relevant information with Artist Facilitators. Please refer to the Risk Assessment and Management Policy.

Expenses

Artist Facilitators are able to claim back reasonable travel costs and other expenses. Please refer to our Expenses Policy for further details.

Confidentiality

Pyramid respects the privacy of all members and takes its data protection responsibilities very seriously. Pyramid will store information about workers as necessary for safety, effective communication and monitoring purposes. Our Data Protection Policy and Privacy Statement are available on request or on our website. You are entitled to see all the information Pyramid holds about you and can make this request to the Operations Manager.

You are expected to keep any information you learn about staff or members confidential. This could be related to someone's health and support needs, or personal information such as phone numbers and email addresses.

An exception is made if you have reason to believe that someone is at risk, in which case refer to the Safeguarding Policies for further guidance.